

WorkOne Centers offer a full spectrum of valuable programs and services to employers...all at ONE location.

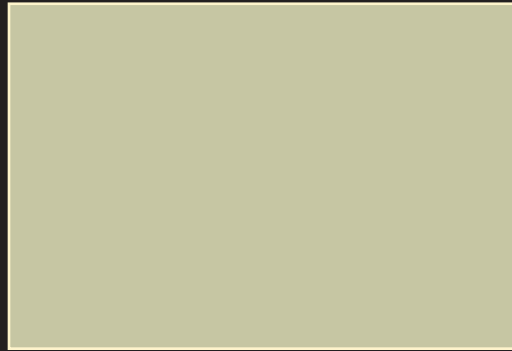
WorkOne Center professionals are trained to help your business in the following areas:

- Attracting and recruiting qualified job seekers
- Helping companies meet affirmative action requirements
- Listing job openings on a national database
- Unemployment insurance information
- Education and training resource information
- Computer matched lists of eligible applicants
- Labor Market Information
 - Average wage data by occupation
 - Pay ranges by occupation
 - Employment trend data
- Outplacement assistance for dislocated workers
- On-line employment resources
- Connecting with local schools to expand career choices for students
- Work Opportunity Tax Credits that allow employers to use tax savings to train and retrain new hires as part of Indiana's Welfare-to-Work activities

WorkOne Centers give your business a competitive edge.

Indiana's WorkOne Center system is a unique network of workforce resources for employers and employees. This statewide system can help your business meet the human resource challenges of today's hotly competitive international economy.

Through Indiana WorkOne Centers, your company has access to skill-based labor pools, vital data and other employment and training resources to meet your employment and business development needs...today and in the future.



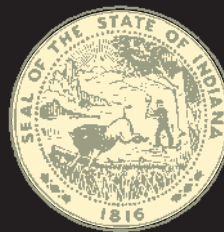
For information about how DWD can serve you or your business, visit the nearest WorkOne Center or visit

www.workforce.IN.gov

General Information

1-888-WORKONE

(317)-232-7560
(TDD)

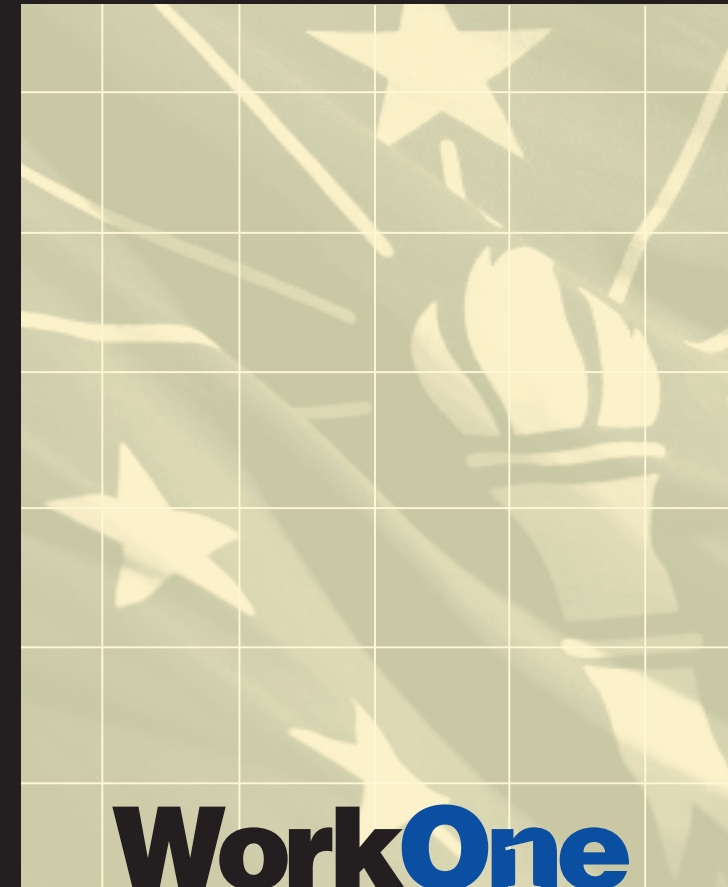


Department of Workforce Development

Joseph E. Kernan, Governor
Alan D. Degner, Commissioner
10 North Senate Avenue
Indianapolis, IN 46204-2277

This is an equal opportunity program.
Auxiliary aids and services are available upon request to people with disabilities.
For information, contact the EEO at 1-317-232-0603 or 1-317-234-3535 (TDD).

Employer's Guide



WorkOne

Serving your business.

How Indiana's WorkOne Centers Serve Your Business.

Gain access to the largest labor pool in Indiana.

Indiana WorkOne Centers provide employers with statewide job matching services.

You gain access to a labor pool of thousands of applicants, including workers who are currently employed but are seeking something better. The WorkOne Center network gives you access to any job seeker who has registered at any Indiana WorkOne Center or WorkOne Express.

Link your company to services quickly and efficiently.

WorkOne Centers serve Indiana workers, job seekers and employers through the consolidation of various services (job training, literacy and technical education, unemployment insurance and employment services) at one location. These services are readily available, and accessible through each of the WorkOne Centers located across the state.

List your job opening on a national database at no charge.

Through WorkOne Centers, employers can list and fill key job openings through large on-line databases such as America's Job Bank and Talent Bank National Resume Database. As new on-line services are developed, your nearest WorkOne Center is the place to go for additional services, including help with developing job descriptions and other valuable Workforce Development resources.



Help your business find applicants and fill jobs with qualified workers.

WorkOne Centers are prepared to serve businesses of all sizes and types. The staff is trained to help you fill your job openings.

The **Customer Self-Service System (CS3)** was created to provide Indiana's employers and job seekers a means to interact directly with a computerized job matching, labor market information, and job seeker registration system. The CS3 Internet application enables employers to browse DWD's extensive database for available labor resources, to enter their own job orders, and to actively use DWD's computer system to search the database for qualified job applicants.

Through **Indiana@Work**, Hoosier employers now have access to an innovative program that helps employers find the right people for the job. Using a nationally renowned assessment system, Indiana@Work identifies skills needed to perform certain tasks, assess the skills of new, existing and potential employees and offers training to upgrade skill levels—all at no cost.



Indiana@Work offers financial assistance to help improve or fill any gaps in an employee's skills. Indiana@Work also provides recruitment assistance through job fairs, advertising and local WorkOne Centers. More information is available at www.indianaatwork.IN.gov.

Improve your business by upgrading your employee's skills.

Through a variety of grant opportunities, that includes the Advance Indiana grant, Skills Trades Apprenticeship, and Incumbent Worker Training fund, employers can help improve their employee's skills. Each grant targets different populations but all require that the training programs focus on the needs of the incumbent worker and result in clear career paths, wage-gains, and portable skills that are recognized and able to be carried

with the employee throughout his or her career. Grant applications are available on-line at www.advanceindiana.IN.gov.

Save your company on administrative and personnel costs.

Your local WorkOne Center not only brings qualified applicants to your door, it can also help you cut costs for the search. Many services available at WorkOne Centers are provided at no cost or for very low fees, reducing your businesses administrative and human resources costs for recruiting.

Access Labor Market Information quickly and easily.

WorkOne Centers provide up-to-date Labor Market Information for employers. This information includes the latest statistics on pay ranges, job availability, job trends, labor information by county, employment opportunities by county occupation and job applicant characteristics.

For even more convenience, check out INEWS, the Labor Market Information web site. INEWS is designed to be interactive and can provide information and data on 16 workforce-related topics. Access INEWS at www.IN.gov/dwd/inews.



Help your business stay competitive through tough times of transition.

WorkOne Centers provide outplacement assistance to employers who have had to modify or downsize their workforce to stay competitive. Information is available on financial support for retraining dislocated workers who need to gain skills for new careers. Indiana's Rapid Response Team is available to assist you and your employees through the transition.